

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
DECEMBER 1, 2015**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, December 1, 2015 in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, John Donnelly, Ronnie Lafever, Jim Martin, Jere Mason, Kay Detwiler and Phil Wilbourn. Dale Moss was absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Taylor Dillehay, Chris Vick, and Lindsay McReynolds with Herald Citizen.

ITEM 1: APPROVE THE DECEMBER 1, 2015 AGENDA.

The agenda for the December 1, 2015 meeting was approved by mutual consent.

ITEM 2: APPROVE THE MINUTES FOR OCTOBER 6, 2015 MEETING.

John Donnelly moved to approve the October 6, 2015 Minutes as written. Motion was seconded and approved unanimously with Chairman Wright abstaining. The Planning Commission did not meet during the month of November, 2015.

ITEM 3: SUBDIVISION PLATS

A. Tommy Ray Foxworth Division Final Plat, Whittenburg Surveying, Cookeville, TN.

This is a final plat to create a 1.00 acre lot around an existing cemetery from Tax Map 109, Parcel 001.00 on Burgess Mill Road. The remaining lot will be 3.83 acres. There are no structures on the lots. The lots are served by a 3" water line. Lot 1 has not been evaluated for soil approval since it is being used as a cemetery. The plat as drawn has a wedge (approximately 750 sq. ft.) of property from Lot 2 behind Lot 1. Burgess Mill Road is classified as a local street and the appropriate right-of-way was shown on the plat. Planning Director Rush recommended approval subject to soils on both lots and the wedge being eliminated. Taylor Dillehay explained that the owners were adamant in regards to the shape of the lots, and keeping the wedge. John Donnelly moved to approve the Tommy Ray Foxworth Division Final Plat subject to soil being completed on Lot 2, with the soils being waived for Lot 1, and the addition of a plat note stating that Lot 1 is not for building. Cemetery only, no building allowed. Motion was seconded and approved unanimously with Chairman Wright abstaining.

B. W.C. and Wanda Jean Randolph Division Final Plat, Whittenburg Surveying, Cookeville, TN.

This is a final plat to change the lot lines between two parcels owned by W.C. and Wanda Jean Randolph on A.W. Randolph Road. All property on A.W. Randolph Road is served by service lines running to meters on Bunker Hill Road. The Randolphs own 2 parcels in Putnam County (Tax Map 110, Parcels 028.01 and 028.04) as well as an adjoining parcel in White County (White County Tax Map 002, Parcel 007.02). They wish to create a 1.50 acre lot (Lot 1) around the existing house on Tax Map 110, Parcel 028.01. The remainder 028.01 acres will be combined with Parcel 28.04. The combined remaining land (Lot 2) will be 7.35 acres. There are no structures on Lot 2. A.W. Randolph Road is classified as a local street and the appropriate right-of-way was shown on the plat. Planning Director Rush recommended approval. Jim Martin moved to approve the W.C. and Wanda Jean Randolph Division Final Plat. Motion was seconded and approved unanimously with Chairman Wright abstaining.

C. Oak Wood North Subdivision Preliminary Plat, Vick Surveying, Cookeville, TN.

This preliminary plat contains 6 lots on 3.29 acres at the intersection of Baxter Road and Maxwell Landing, from Parcel 034.00 on Map 086. The waterlines are a 6 inch line on Maxwell Landing and a 30 inch on Baxter Road. There is an existing hydrant on the corner. All lots are within the required 500 feet of a hydrant. Maxwell Landing Road is classified as a local street and the appropriate right-of-way was shown on the plat. Baxter Road is classified as a collector and the appropriate right-of-way was not shown on the plat. It was shown as 25 feet instead of the required 30 feet. No variances are required. Recommend preliminary approval subject to the right-of-way being corrected. John Donnelly moved to approve the Oak Wood North Subdivision Preliminary Plat subject to a 10' wide drainage easement on Lot 1. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 4: PUBLIC HEARING ON PROPOSED SUBDIVISION REGULATIONS AMENDMENT

This public hearing is to solicit public comment on the proposed amendment to allow HDPP / HDPE pipe in drainage facilities in subdivisions.

Current regulations state: Pipes or culverts shall be constructed of no less than 14-gauge steel and/or concrete and be in conformance with all other applicable specifications and policies of the Putnam County Highway Department.

Proposed: Pipes or culverts shall be constructed of no less than 14-gauge steel, concrete and/or HDPE/PP pipe in compliance with current Tennessee Department of Transportation standards and be in conformance with all other applicable specifications and policies of the Putnam County Highway Department.

Also discussed and changed wording regarding pipes when with concrete curbs. (Article III—B 5 g) Storm drains installed in the roadway shall be constructed of Class III reinforced concrete pipe (RCP) or PP pipe.

No citizen comments were made during the public hearing. Kay Detwiler moved to adopt the proposed amendment. John Donnelly moved to amend the motion to add this allowable pipe in concrete curbs as well. Motion amendment was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 5: REPORT ON ADMINISTRATIVELY APPROVED PLATS---

A. Leamon and Sharon Sliger Property Final Plat, Whittenburg Surveying, Cookeville, TN.

This plat is to create one lot from Tax Map 085, Parcel 068.04. The remaining lot, owned by the Sligers, is greater than five acres. There is a six inch water line on Cowan Road. Cowan Road is classified as a local street and the appropriate right-of-way was shown on the plat. The new lot will be 1.00 acre. Staff recognized no deficiencies on the plat and granted administrative approval 10/5/2015.

B. Theodore Lukas and Terri Carol McWilliams Division Final Plat, Whittenburg Surveying, Cookeville, TN.

This plat is to create one lot with an existing house from Tax Map 038, Parcel 109.01. The remainder of the lot will be combined into an adjoining parcel (Map 038, Parcel 108.00) that the McWilliams own. The lot is not in a special flood hazard area. The new lot will have frontage on Clemmons Road. There is a four inch water line on Clemmons Road. Clemmons Road is classified as a local street and the appropriate right-of-way was shown on the plat. The lot will be 0.67 acres. Staff recognized no deficiencies on the plat and granted administrative approval 11/16/2015.

ITEM 6: REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Redivision of Lots 4 & 5 Beckner Estates—Jim Helton, Surveyor. Conditional preliminary approval 12/2/14.

Christopher Division Preliminary Plat, Chris Vick Surveying. Conditional preliminary approval 6/2/15.

Oakwood East Subdivision, Whittenburg Surveying. Conditional preliminary approval 9/1/2015

Southern Hills Village Phase IV, Whittenburg Surveying. Conditional preliminary approval 9/1/2015

ITEM 7: OUTSTANDING LETTERS OF CREDIT

Hensley Plantation Phase 2 – \$40,000 Certified Check-- Final Plat approval 10/6/15.

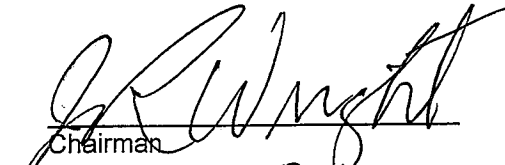

ITEM 8: OTHER BUSINESS

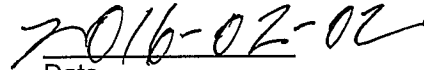
- Staff Report from Patrick Rinks: The grade work on the Southern Hills Village Phase 4 has begun. The developer of the Christopher Division wants to install curb and gutters and have each buyer install a sidewalk. Recommend surveyor/developer come to meeting to discuss proposed changes and revise preliminary plat accordingly.
- Staff Report from Kevin Rush: After meeting with County Executive Randy Porter, a plat review fee was discussed. Many other communities have plat review fees. Staff was looking at a \$10 to \$25 per lot fee. Before any action is taken on this, Planning Director Rush is going to meet with Ben Rodgers, from CTAS and current Putnam County Commissioner.
- Other matters if necessary

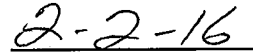
ITEM 9: ADJOURN

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, January 5, 2016* at 6:00 p.m. at the Putnam County Courthouse conference room.


Chairman

Secretary


Date


Date

*The January 5, 2016 meeting was cancelled due to lack of business.

PUTNAM COUNTY PLANNING COMMISSION
NOVEMBER, 2015

The Putnam County Planning Commission did not meet during the month of November due to a lack of business.

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
OCTOBER 6, 2015**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, October 6, 2015 in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, Kay Detwiler, John Donnelly, Ronnie Lafever, Jim Martin, Jere Mason, Dale Moss, and Phil Wilbourn. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Skip Bartlett, Larry Jackson, Larry Suggs, Chris Montgomery, Daniel Montgomery, Jeremy Cadeau and Brian Mulligan with ADS (Advanced Drainage Systems). Beverly Pierce was also present.

ITEM 1: APPROVE THE OCTOBER 6, 2015 AGENDA.

The agenda for the October 6, 2015 meeting was approved by mutual consent.

ITEM 2: APPROVE THE MINUTES FOR SEPTEMBER 1, 2015 MEETING.

Jim Martin made a motion to approve the September 1, 2015 Minutes with a correction being to move PC Member Kay Detwiler's sprinkler concerns from Bouton agenda item to Zeb Warren agenda item. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 3: SUBDIVISION PLATS

A. Beverly Pierce Property Final Plat, Vick Surveying, Cookeville, TN

This is a final plat to create a 0.67 acre lot with an existing house on Fisk Road, from Tax Map 027, Parcel 042.00. The remaining lot will be 2.08 acres. A barn violates the setbacks on the east side of the lot, next to a neighboring parcel, but is not near the proposed new lot line. The lots are served by a 6" water line. Plat has the following note: "Any new construction or additions to current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." Ms. Pierce stated that the buyer intended to tear the barn down. Jim Martin made a motion to approve the plat with a variance for the setback. Motion was seconded and approved unanimously with Chairman Wright abstaining.

B. William Ramsey Property, Vick Surveying, Cookeville, TN

This plat is to divide the existing 5.14 acre tract located on Bloomington Road into two lots. One lot will contain a house, and the other will contain an existing garage. Bloomington Road is a collector street and the required right-of-way is 60 feet (30 feet off center). Said tract is Parcel 085.01 on Map 038. The owner has a garage in which they operate a business. They have just completed the house and need to subdivide for insurance purposes. This may be moved to administrative approval once final survey work is completed. They asked to be on the agenda in case a variance is required. Survey is to be submitted 9/30/15. This plat was withdrawn from the agenda as it was able to be administratively approved.

C. Stalnaker and Nash Final Plat, Whittenburg Surveying, Cookeville, TN

This is a property transfer between two adjoining properties (Tax Map 054, Parcels 101.02 and 108.01) on Apple Lane. Apple Lane ends at this tract. The existing right-of-way is 30 feet wide. They are asking to keep the right-of-way at 30 feet. The Stalnakers have agreed to buy approximately 0.4 acres along Apple Lane that contains a few trees. The Stalnaker house (1434 Apple Lane) does not comply with the setbacks. Plat needs the following note: "Any new construction or additions to current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." Skip Bartlett stated that the house was built before the road became a county road. Jim Martin made a motion to approve with a variance for setback violation for the house, leaving the right-of-way at 30 feet, subject to the addition of the plat note, and signatures. Motion was seconded and approved unanimously with Chairman Wright abstaining.

D. Zeb Warren Springs Final Plat, Whittenburg Surveying, Cookeville, TN

This is a final plat containing 16 lots on 19.43 acres at the intersection of Zeb Warren Road and Daniels Lane, from Parcels 0029.01 on Map 008. The waterlines are 4 inch lines, so they are requiring sprinklers. The lots will range from 25,000 sq. ft. (0.57 acres) to 112,864 sq. ft. (2.59 acres) with four flag lots. This will require a variance from the 0% flag lot maximum percentage of 10%. The soil work has been

completed and the plat contains shaded areas reserved for septic systems. Kay Detwiler was concerned that the shading on the lots was too light to see. Motion was made by Kay Detwiler to approve the subdivision with a variance for the length of the flag on Lot 4 exceeding 300 feet, subject to the shading being made darker so as to be easily recognized by the consumer. Motion was seconded and approved unanimously with Chairman Wright abstaining. Skip Bartlett asked how to proceed, as they already had all the signatures except for the approval for recording. Staff stated that they could take a pen and add stripes to the shaded areas and that would suffice. Skip then proceeded to add the stripes to highlight the soil areas. Sprinkler note was added to each lot and the plat was signed by the PC Engineer and Secretary of the Planning Commission.

E. Hensley Plantation Phase 2 Final Plat – Larry Jackson Surveying. This is a fifteen (15) lot subdivision of a portion of Tax Map 38, Parcel 120.00. Larry Suggs is the developer. The first phase contained four lots on N. McBroom Chapel Road. This phase contains 15 lots ranging in size from 0.46 acres to 0.71 acres fronting on a proposed road, Hensley Drive. The lots continue the numbering from Phase 1 and are numbered 5 through 19. Hensley Drive is 870 feet in length, and a six inch (6") waterline with hydrant between Lots 12 and 13 has been installed. The road base is down and they plan to submit a letter of credit to cover the asphalt paving. The developers presented a certified check to the Planning Commission instead of a letter of credit to cover the remaining road improvement. The utilities and 4" road base have been installed. The amount of the check was \$40,000 and had been set by Planning Commission Engineer Rinks. Jim Martin made a motion to approve the plat subject to signatures. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 4: REPORT ON ADMINISTRATIVELY APPROVED PLATS---

A. Gaw and Bussell Property Final Plat, Whittenburg Surveying, Cookeville, TN

This plat is to create one lot with an existing house from Tax Map 084, Parcel 032.00. The remaining lot is greater than five acres in size. The lot is not in a special flood hazard area. The new lot will have frontage on Burgess Falls Road. There is a six inch water line on Burgess Falls Road. Burgess Falls Road is classified as an arterial and the appropriate right-of-way was shown on the plat. The lot will be 0.81 acres. Staff recognized no deficiencies on the plat and granted administrative approval 9/2/2015.

B. Owen Burnett Property Final Plat, Whittenburg Surveying, Cookeville, TN

This plat is to create one lot with an existing house from Tax Map 082, Parcel 005.01. The remaining acreage is over five acres. The lot is not in a special flood hazard area. The new lot will have frontage on Browns Mill Road. There is a four inch water line on Browns Mill Road. Browns Mill Road is classified as a local street and the appropriate right-of-way was shown on the plat. The lot will be 3.52 acres. Staff recognized no deficiencies on the plat and granted administrative approval 9/2/2015.

C. Tract #3 Susan Pogue Property Final Plat, Vick Surveying, Cookeville, TN

This plat is to create one lot from Tax Map 010, Parcel 031.00. The remaining acreage is over five acres. The lot is not in a special flood hazard area. The new lot (as well as the remaining acreage) will have frontage on Timber Trail. There is a four inch water line on Timber Trail, which is classified as a local street and the appropriate right-of-way was shown on the plat. The lot will be 3.52 acres. Soil work has been completed and approved by TDEC. Staff recognized no deficiencies on the plat and granted administrative approval 9/23/2015.

ITEM 5: REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Redivision of Lots 4 & 5 Beckner Estates—Jim Helton, Surveyor. Conditional preliminary approval 12/2/14.

Christopher Division Preliminary Plat, Chris Vick Surveying. Conditional preliminary approval 6/2/15.

Oakwood East Subdivision, Whittenburg Surveying. Conditional preliminary approval 9/1/2015

Southern Hills Village Phase IV, Whittenburg Surveying. Conditional preliminary approval 9/1/2015

ITEM 6: OUTSTANDING LETTERS OF CREDIT---None**ITEM 7: Training Presentation by Advance Drainage Systems regarding HDPE/HDPP in drainage**

ADS corrugated polyethylene pipe is used extensively for cross drains, culverts, and underdrains in roadways throughout the nation. It has three to five times the service life of corrugated metal pipe, is far lighter in weight and easier to install than concrete pipe, and is still strong enough to endure soil pressure at depths of 100 feet. High density polyethylene is also tough enough to handle the most abrasive runoffs as well as the tensile stresses involved in relining existing pipes.

New! ADS applauds recent action by the Federal Highway Administration (FHWA) to change its national 'construction and maintenance' regulation applying to the use of alternative types of pipe on Federal-aid highway projects and has issued a press release. The regulatory change, which became effective December 15, 2006 was made to ensure that state departments of transportation (DOTs) provide for competition in their specifications of types of storm water drainage pipe, thus promoting greater efficiencies and cost-saving in the use of transportation tax dollars.

The government's regulatory change is being made in the context of the need to find additional ways to stretch limited taxpayer dollars devoted to highway and bridge improvements around the country. While federal highway investments have increased over the years, the recent spikes in the prices of steel, cement and other commodities have seriously decreased the purchasing power of those dollars. Requiring robust competition among alternative construction products and materials – including those in drainage – is seen by government agencies like the FHWA as one of the best ways to create efficiencies and reduce costs. ADS has worked hard over the years to introduce its cost-efficient HDPE products into the highway construction arena.

The Tennessee Department of Transportation approves ADS HDPE pipe for enhanced drainage applications starting March 15, 2007. The City of Cookeville has also approved the use of HDPE pipes in drainage facilities. Many other cities, counties, and state DOTs have approved the use HDPE as well.

After a question and answer session, the Planning Commission decided to have a public hearing at the December meeting to consider allowing ADS HDPE pipes in subdivisions.

ITEM 8: OTHER BUSINESS

- Staff Report from Patrick Rinks: Patrick Rinks stated that he has been approached about using HDPE or HDPP in the Christopher Division, but it is not currently allowed by Regulations. In order for the developer to use HDPE/HDPP, the Planning Commission will have to approve the use of HDPE/HDPP in that subdivision. Mike Atwood made a motion to allow the Christopher Division to use HDPE/HDPP with Planning Commission Engineer Rinks observing the installation. Phil Wilbourn stated that he was opposed as the Planning Commission had not done its due diligence. Motion was seconded and approved with all members voting yes, except for Phil Wilbourn who voted no and Chairman Wright abstaining.
- Staff Report from Kevin Rush: None
- Other matters if necessary: None

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, November 3, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
SEPTEMBER 1, 2015**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, September 1, 2015 in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, John Donnelly, Ronnie Lafever, Jim Martin, Jere Mason, Dale Moss, Phil Wilbourn, and Kay Detwiler. Secretary Mike Atwood was absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Skip Bartlett, Rusty Norrod, Mary Petty, Chris Montgomery, Daniel Montgomery, and Brittany Stovall.

ITEM 1: APPROVE THE SEPTEMBER 1, 2015 AGENDA.

The agenda for the September 1, 2015 meeting was approved by mutual consent.

ITEM 2: APPROVE THE MINUTES FOR AUGUST 4, 2015 MEETING.

Jim Martin made a motion to approve the August 4, 2015 Minutes as written. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 3: SUBDIVISION PLATS

A. Mary Petty Division Final Plat, Clinton Surveying, Cookeville, TN

This is a final plat to adjust the lot lines between existing tracts. Two sheds at 1851 Plunk Whitson Road (on Map 029, Parcel 075.02) had been built just across the line on 1805 Plunk Whitson Road (on Map 029, Parcel 076.01). They have agreed to adjust the property line to 1 foot around one shed and the other shed will be approximately 6 feet from the proposed line. A third shed also violates the setbacks, but is not near the proposed new lot line. Staff met with Mrs. Petty and she agreed to change the property line so that there is not a hard turn around the southern shed. She agreed to go from one foot and extend from that point to the original pin on the front of the lot. This sliver will be one foot wide at the shed and extend to the original pin, approximately 187 feet in distance. John Donnelly made a motion to approve the plat, with variances for the sheds encroaching into the setback, a plat note stating "Any new construction or additions to any current structures or any replacements of a depicted structure encroaching on setback requirements must abide by current setbacks" being added, the property line being changed on the plat, and signatures. Motion was seconded and approved unanimously with Chairman Wright abstaining.

B. Sabrina Stidman Plat, Whittenburg Surveying, Cookeville, TN

This plat is to divide the existing 1.4 acre tract located at the intersection of Plunk Whitson Road and Shady Oak Circle into two lots. One lot will contain a house, addressed as 1005 Plunk Whitson Road, and the other will contain an existing garage. Plunk Whitson is a collector street and the required right-of-way is 60 feet (30 feet off center). Shady Oak Circle is a local street with 25 feet of off center right-of-way shown. Said tract is Parcel 073.00 on Map 038. They are requesting a variance of 835 feet from the minimum lot size of 20,000 sq. ft. on Lot 2. They are requesting to keep exactly 1.0 acre on Lot 1. Planning Director Rush feels there is not a reason to grant such a variance. Prior to the meeting, the developer decided to make both lots comply with the size requirement. The only variance being requested is for the garage being in the front setback of Lot 2. Planning Commission Engineer Rinks noted that during a site visit, it appeared that a drainage tile was not shown on the plat. The rear setback was not shown as well. John Donnelly made a motion to approve the plat, with a variance for the garage encroaching into the setback, a plat note stating, "Any new construction or additions to any current structures or any replacements of a depicted structure encroaching on setback requirements must abide by current setbacks" being added, rear setback of 10 feet being shown, the location of the tile being shown, and signatures. Motion was seconded and approved unanimously with Chairman Wright abstaining.

C. Gary Bouton Property Combined Preliminary and Final Plat, Whittenburg Surveying, Cookeville, TN

This is a combined preliminary and final plat containing 5 lots on 3.57 acres off of West Cemetery Road, from Parcel 042.00 on Map 084. They planned on requiring sprinklers on the lots of this plat. One of the lots contains an existing house (1131 West Cemetery Road). Kay Detwiler stated that she was concerned that if there is just a plat note but nothing in the deed about the sprinkler requirements, then they could be overlooked and houses built without the sprinklers. Planning Commission Engineer Patrick Rinks and Planning Director Rush recommend that a fire hydrant be installed as there is an existing 6 inch water line along West Cemetery Road. Jim Martin made a motion to approve the plat subject to the addition of a fire hydrant and showing the 10 foot rear setback on the plat. Motion was seconded and approved unanimously with Chairman Wright abstaining.

D. Zeb Warren Springs Final Plat, Whittenburg Surveying, Cookeville, TN

This is a final plat containing 17 lots on 19.43 acres at the intersection of Zeb Warren Road and Daniels Lane, from Parcels 0029.01 on Map 008. The water lines are 4 inch lines, so they are requiring sprinklers. The lots will range from 25,000 sq. ft. (0.57 acres) to 112,864 sq. ft. (2.59 acres) with four flag lots. This will require a variance from the flag lot maximum percentage of 10%. The approved preliminary plat showed 15 lots. Presented plat did not have shading for septic systems on plat. This could affect the number of lots and lot lines. The 350' long flag pole will require a variance. After soil mapping, the large 5 acre tracts were further subdivided to create 2 additional lots. Staff noted that there was a drainage tile that needs to be shown on the plat. There was much discussion on the sprinkler requirement. It was decided that to help ensure that anyone buying a lot on which sprinklers were required would see the note, that each lot should have a note stating sprinklers are required. The soils have been evaluated, but TDEC has not yet approved the lots. Due to TDEC not having approved the lots, no action was taken on the plat. Kay Detwiler stated that she was concerned that if there is just a plat note but nothing in the deed about the sprinkler requirements, then they could be overlooked and houses built without the sprinklers.

E. Oak Wood East Subdivision Preliminary Plat, Whittenburg Surveying, Cookeville, TN

This preliminary plat contains 8 lots on 6.79 acres at the intersection of Baxter Road and Maxwell Landing, from Parcel 034.00 on Map 086. The waterlines are a 6 inch line along Maxwell Landing and a 30 inch on Baxter Road. There is an existing hydrant on the corner. This will make Lot 1 approximately 600 feet from the hydrant. Lot 2 will be 500 feet from the hydrant. There are 2 flag lots and will require a variance from the 0% flag lot maximum percentage of 10%. Prior to the meeting, an adjoining property owner decided to purchase what would have been the two flag lots, so those have been removed from the plat. After some discussion, the Planning Commission decided that since there was a 6 inch water line there, the developer should install a hydrant to ensure that all lots are within the required 500 feet. John Donnelly made a motion to approve the preliminary plat subject to the additional hydrant being added, and the rear setback being shown. Motion was seconded and approved unanimously with Chairman Wright abstaining.

F. Southern Hills Village Phase IV Preliminary Plat, Whittenburg Surveying, Cookeville, TN

This preliminary plat contains 22 lots on 14.04 acres on Ben Jared Road, from Parcel 054.00 on Map 085, adjacent to Southern Hills Golf Course in the 16th Civil District (Tax Map 085, p/o Parcel 054.00). There will be a new road between Lot 6 of Phase II and Lot 43 of this phase (Phase IV). The lots will be served by a proposed six (6) inch water line with two proposed hydrants, one between Lots 27 and 28, and one at the end of the cul-de-sac, which is proposed to be named Parwood Drive. The cul-de-sac shows a 55 foot radius. The lots range in size from 0.46 acres to 2.25 acres. The lot numbering picks up where Phase III ended, with these lots numbered 22-43. Jim Martin made a motion to approve preliminary plat subject to the plan and profile of the road being submitted. Motion approved unanimously with Chairman Wright abstaining.

ITEM 4: REPORT ON ADMINISTRATIVELY APPROVED PLATS**A. Ward Mill Road Division Final Plat, Clinton Surveying, Cookeville, TN**

This plat is to create one lot with an existing house from Tax Map 056, Parcel 031.00. The remaining lot is greater than five acres in size. The lot is not in a special flood hazard area. The new lot will have frontage on both Nashville Highway and Ward Mill Road. There is a six inch water line on Nashville Highway. The lot will be 1.01 acres. Staff recognized no deficiencies on the plat and granted administrative approval 8/25/15.

ITEM 5: ACCEPTANCE OF NEW STREETS**A. Southern Hills Drive, Southern Hills Village Phase III, Doug Stewart**

This road was completed as part of the Southern Hills Village Phase III, which was granted final approval at the August 4, 2015, Planning Commission meeting. Mr. Stewart is now asking for the street to be accepted by the county. He has submitted the road warranty contract. Rinks reported that all improvements had been made and recommended acceptance of the road. John Donnelly made a motion to accept the road as a county road. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 6: REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. Conditional preliminary approval 9/2/14. It was reported that electric is in and water line has been started. Developer hopes to finish water line and install 4" of rock. Developer planned to bring final plat next month with a letter of credit for remaining rock and paving.

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Redivision of Lots 4 & 5 Beckner Estates—Jim Helton, Surveyor. Conditional preliminary approval 12/2/14.

Christopher Division Preliminary Plat, Chris Vick Surveying. Conditional preliminary approval 6/2/15.

Zeb Warren Springs Subdivision, Whittenburg Surveying. Conditional preliminary approval 6/2/15.

ITEM 7: OUTSTANDING LETTERS OF CREDIT---None**ITEM 8: OTHER BUSINESS**

- Staff Report from Patrick Rinks--None
- Staff Report from Kevin Rush: Planning Director Rush stated that he and Patrick had met with Bob Fields, who lives on the south end of the Justin Cumby Division. He was concerned with drainage. Staff will look at revising the drainage requirements and present their findings to the Planning Commission at a later date.
- Other matters if necessary--None

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, October 6, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.

Chairman

Date

Secretary

Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
AUGUST 4, 2015**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, August 4, 2015 in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, Kay Detwiler, John Donnelly, Ronnie Lafever, Jim Martin, Jere Mason, and Phil Wilbourn. Dale Moss was absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Skip Bartlett, Daniel and Christopher Montgomery, and Brittany Stovall.

ITEM 1: APPROVE THE AUGUST 4, 2015 AGENDA.

The agenda for the August 4, 2015 meeting was approved by mutual consent, after adding the Southern Hills Village Phase 3 final plat.

ITEM 2: APPROVE THE MINUTES FOR JULY 7, 2015 MEETING.

Mike Atwood made a motion to approve the July 7, 2015 as written. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 3: SUBDIVISION PLATS

A. Holly Henley Discussion

Holly Henley wants to discuss subdividing Map 042, Parcel 076.04. There is a house on the approximate 1 acre lot, addressed as 4950 Buck Mountain Road. The lot does not have adequate soil for an additional septic system. They would like to tie a new house onto the existing septic system. They would be required to subdivide the lot for financing purposes. Ms. Henley was not present and no action was taken on this item.

B. Mary Petty Division Final Plat, Clinton Surveying, Cookeville, TN.

This is a final plat to adjust the lot lines between existing tracts. Two sheds at 1851 Plunk Whitson Road (on Map 029, Parcel 075.02) had been built just across the line on 1805 Plunk Whitson Road (on Map 029, Parcel 076.01). They have agreed to adjust the property line to 1 foot around one shed and the other shed will be approximately 6 feet from the proposed line. A third shed also violates the setbacks. John Donnelly made a motion to approve the plat with variances. Motion was seconded but failed. After much discussion, Mike Atwood made a motion to defer the plat to the September meeting so the developer could attend. Motion was seconded and approved with John Donnelly and Jere Mason opposed and Chairman Wright abstaining.

C. Williams Subdivision Final Plat, Clinton Surveying, Cookeville, TN.

This is a final plat containing 12 lots on 10.04 acres off of Ditty Road, from Parcels 026.00 and 027.01 on an existing road, Ditty Road. There is one existing fire hydrant and one proposed hydrant that will serve the subdivision. The preliminary was approved June 2, 2015 and showed 14 lots. The front setback shown on the plat is 35 feet. Jim Martin made a motion to approve the final plat subject to signatures and the addition of a plat note stating the following: "SPECIAL NOTE: The Putnam County Planning Commission advises that buildings constructed on the lots shown hereon be setback from the Ditty Road right-of-way forty-five (45) feet instead of the required thirty-five (35) foot setback, due to the potential future widening of Ditty Road." Motion was seconded and approved unanimously with Chairman Wright abstaining.

D. Zeb Warren Springs Preliminary Plat, Whittenburg Surveying, Cookeville, TN.

This is a preliminary plat containing 15 lots on 19.43 acres at the intersection of Zeb Warren Road and Daniels Lane, from Parcels 0029.01 on Map 008. The waterlines are 4 inch lines, so

they are requiring sprinklers. The lots will range from 25,000 sq. ft. (0.57 acres) to 39,437 sq. ft. (0.91 acres) with two lots over five acres. Two lots have 25' strips for access. Several drainage easements will be required. John Donnelly made a motion to approve the preliminary plat. Motion was seconded and approved unanimously with Chairman Wright abstaining.

E. Southern Hills Village Phase III Final Plat, Whittenburg Surveying, Cookeville, TN.

The plat consists of sixteen (16) lots on 13.41 acres located on Ben Jared Road, adjacent to Southern Hills Golf Course in the 16th Civil District (Tax Map 085, p/o Parcel 054.00). The remainder of the parcel is approximately 15 acres. There will be a new road between Lot two (2) and Lot three (3) of Phase II. The lots will be served by an existing six (6) inch water line with one proposed hydrant at the end of the cul-de-sac, which is proposed to be named Southern Hills Drive. The cul-de-sac shows a 55 foot radius. The lots range in size from 0.46 acres to 3.00 acres. The lot numbering picks up where Phase II ended, with these lots numbered 7-22. Drainage easements have been added to Lots 14 and 15. A utility easement has been added along the lot line between Lots 16 and 17 to allow the water lines to be looped with the next phase of development. Planning Director Rush stated that this was not submitted properly, according to the Subdivision Regulation submittal deadline; it was late and did not recommend approval. Rinks informed members that road had been paved, but shoulder stone had not been installed. Some discussion on posting letter of credit or waiting until all improvements completed to grant final approval and recommend acceptance to the County Commission. After discussion, it was decided to grant final approval subject to installation of shoulder stone and approval by Rinks and review of plat by planner. Plans are to recommend road for acceptance next month. Mike Atwood made a motion to grant final approval, subject to signatures and Planning Commission Engineer Patrick Rinks' review and approval of the road. Motion was seconded and approved with Kay Detwiler opposed and Chairman Wright abstaining.

REPORT ON ADMINISTRATIVELY APPROVED PLATS---

A. Margaret Miller Plat, Whittenburg Surveying, Cookeville, TN.

This plat is to create one lot with an existing house from Tax Map 055, Parcel 110.00. The remaining lot is greater than five acres in size. The lot is not in a special flood hazard area. The new lot will have frontage on Buffalo Valley Road. There is a four inch water line on Buffalo Valley Road. The lot will be 2.92 acres. Staff recognized no deficiencies on the plat and granted administrative approval 7/20/15.

REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. Conditional preliminary approval 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. Conditional preliminary approval 10/7/14. Planning Commission Engineer Rinks stated that they should be paving the road in this development soon.

Redivision of Lots 4 & 5 Beckner Estates—Jim Helton, Surveyor. Conditional preliminary approval 12/2/14.

Christopher Division Preliminary Plat, Chris Vick Surveying. Conditional preliminary approval 6/2/15.

SUBDIVISION REGULATIONS AMENDMENT PUBLIC HEARING-- Proposed front setback on collector and arterial streets to be increased from 35 feet.

No public comment was made during the public hearing.

Chairman Wright presented the following language for the Planning Commission to consider:

- a. The minimum depth of building setback lines from the abutting street right-of-way boundary shall be as follows:

Arterial Streets	50 feet
Collector Streets	45 feet
Local Streets	30 feet
Minimum setback lines from all other (non-street) lot lines shall be 10 feet.	

After much discussion, Jim Martin made a motion to change the setback wording and use the wording proposed by Chairman Wright, with an effective date of January 1, 2016. Motion was seconded and approved unanimously with Chairman Wright abstaining.

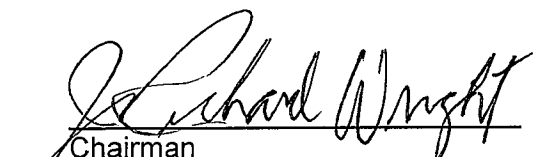
OUTSTANDING LETTERS OF CREDIT---None

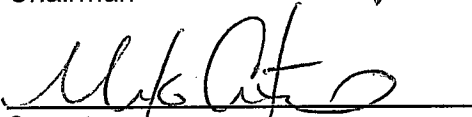
OTHER BUSINESS

- Staff Report from Patrick Rinks: Planning Commission Engineer Rinks stated that the hydrant for Hope Place has been installed but that it may have been shifted a few feet from where it was on the approved plat. The Planning Commission agreed that if it has been moved, then the plat will need to be resubmitted to the Planning Commission for approval.
- Staff Report from Kevin Rush: None
- Other matters if necessary

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, September 1, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.


Chairman


Secretary

2015-09-01
Date

9-2-15
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JULY 7, 2015**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, July 7, 2015 in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, John Donnelly, Ronnie Lafever, Jim Martin, Jere Mason, Dale Moss, and Phil Wilbourn. Kay Detwiler was absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Skip Bartlett, and Brittany Stovall.

SUBDIVISION PLATS

A. Edward and Janet Fowler Final Plat, Whittenburg Surveying, Cookeville, TN

This is a final plat containing 2 lots on 1.76 acres off of Candyland Drive and Lollipop Circle from Parcel 13.00 on Map 026P, Group C. This was originally 2 lots that were combined. They are now re-dividing the lots and changing one of the lot lines, but using the original lot numbers of 2 and 3. There is a 6-inch waterline on Candyland Drive and 2 inch water line on Lollipop Circle. There is a house on Lot 2 that does not comply with the setbacks. There is a garage on Lot 3 that does not comply as well, but they are going to be moving it. The radius of the cul-de-sac is 50 feet, not the required 55 feet. However, as this cul-de-sac will only serve a total of 4 lots, Planning Director Rush recommends not requiring the additional right-of-way as the house would encroach in the right-of-way on this existing cul-de-sac. After some discussion, John Donnelly made a motion to approve the plat subject to the plat showing current setbacks, with no changes to the right-of-way of the cul-de-sac, with variance for setback violation for the existing house. Motion was seconded and approved unanimously with Chairman Wright abstaining.

REPORT ON ADMINISTRATIVELY APPROVED PLATS

A. Rose Kraynak Final Plat, Whittenburg Surveying, Cookeville, TN

This plat is to transfer 65 x110 feet of Tax Map 095, Parcel 096.00 to an adjacent parcel (Tax Map 095, Parcel 095.18) on Eller Ridge Road. This is a transfer between adjoining owners and no new tract is being created. The lot is not in a special flood hazard area. The plat was prepared by Whittenburg Land Surveying. Staff recognized no deficiencies on the plat and granted administrative approval 6/2/15.

B. Rock Springs Cemetery Division Final Plat, Helton Surveying, Cookeville, TN

This plat is intended to transfer 0.35 acres surrounding the Rock Springs Cemetery on Medley Amonette Road. This is a transfer between adjoining tracts and no new tract is being created. The 0.35 acres will be taken from Tax Map 059, Parcel 017.00 and added to Tax Map 059, Parcel 009.00. This will give the cemetery 50 feet of road frontage. Staff recognized no deficiencies on the plat and granted administrative approval 6/3/15.

C. Lots 6 & 7 of Carlile Place Combination Plat, Jackson Surveying, Cookeville, TN

This plat is to combine Lots 6 and 7 of the Carlile Place Subdivision. Staff recognized no deficiencies on the plat and granted administrative approval 6/5/15.

D. Combination of Lots 17 and 18 of the FOUR M's Property Plat, Whittenburg Surveying, Cookeville, TN

This plat is to combine Lots 6 and 7 of the Four M's Subdivision. The parcels to be combined are on Tax Map 086D, Group A, Parcels 022.00 and 023.00. These lots are located at the corner of Baxter Road and Putnam Street. Baxter Road (a collector street) required the dedication of right-of-way to make it 30 foot off center. Staff recognized no deficiencies on the plat and granted administrative approval 6/9/15.

E. Margaret Miller Plat, Whittenburg Surveying, Cookeville, TN

This plat is to create one lot with an existing house from Tax Map 055, Parcel 073.00. The remaining lot is greater than five acres in size. The lot is not in a special flood hazard area. The new lot will have frontage on three roads, Pharris Road, Double Springs Road, and Thelma Road. The house fronts on Pharris Road. There are four inch water lines on both Double Springs Road and Pharris Road. The lot will be 2.57 acres. Staff recognized no deficiencies on the plat and granted administrative approval 6/10/15.

F. Vicky Goff Plat, Whittenburg Surveying, Cookeville, TN

This plat is to create one 0.66 acre lot from Tax Map 112, Parcel 064.00 on Henley Road. The remaining lot is greater than five acres in size. The lot is not in a special flood hazard area. The new lot will be served by a six inch water line on Henley Road. Staff recognized no deficiencies on the plat and granted administrative approval 6/17/15.

G. Michael Young Plat, Helton Surveying, Cookeville, TN

This plat is to create one lot for a new Putnam County Fire Department station from Tax Map 042, Parcel 073.00. The remaining lot is greater than five acres in size. The lot is not in a special flood hazard area. The new lot will have frontage on Buck Mountain Road. There is a six inch water line on Buck Mountain Road. The lot will be 0.46 acres. Staff recognized no deficiencies on the plat and granted administrative approval 6/17/15.

H. Willie Maxwell Division, Jackson Surveying, Cookeville, TN

This plat is to create one lot with an existing house from Tax Map 086, Parcel 034.00. The remaining lot is greater than five acres in size. The lot is not in a special flood hazard area. The lot will be 1.36 acres. Staff recognized no deficiencies on the plat and granted administrative approval 6/10/15.

I. Harris Combination Plat, Jackson Surveying, Cookeville, TN

This plat is to combine adjacent parcels (003.00 and 004.01) on Tax Map 056. The combined parcel will be 3.21 acres and front on Highway 70 and Thompson Ridge Road. Staff recognized no deficiencies on the plat and granted administrative approval 6/18/15.

J. Ronald Pardue Combination Plat, Whittenburg Surveying, Cookeville, TN

In May of 2014, Mr. Pardue intended to transfer 1.1 acres to an adjacent parcel on Kuykendall Road. Ronald Pardue has agreed to sell 1.1 acres from the rear of his property (Tax Map 018, Parcel 071.12) to the adjoining owner Linda Mason, who owns an approximately 16 acre tract (Tax Map 018, Parcel 071.05). This is a transfer between adjoining owners and no new tract is being created. The remaining lot, owned by Ronald Pardue, meets all width and size requirements. The lot is not in a special flood hazard area. The plat was prepared by Whittenburg Land Surveying. Staff recognized no deficiencies on the plat and granted administrative approval in May 2014. That deal was never completed and now this plat is to combine the property back into the original tract. Staff recognized no deficiencies on the plat and granted administrative approval 6/30/15.

REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. Conditional preliminary approval 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. Conditional preliminary approval 10/7/14.

Redivision of Lots 4 & 5 Beckner Estates—Jim Helton, Surveyor. Conditional preliminary approval 12/2/14.

Christopher Division Preliminary Plat, Chris Vick Surveying. Conditional preliminary approval 6/2/15.

Williams Subdivision, Clinton Surveying. Conditional preliminary approval 6/2/15.

PUBLIC HEARING-- Proposed front setback on collector and arterial streets to be increased from 35 feet.

No public comment was made during the public hearing. The Planning Commission decided to continue the public hearing at the next meeting in an effort to solicit public comment.

OUTSTANDING LETTERS OF CREDIT---None**OTHER BUSINESS**

- Staff Report from Patrick Rinks: Rinks updated the members on the status of Southern Hills Phase 3. Utilities have been installed. Subgrade has been proof rolled and is ready for rock. Developer plans to install rock and pave subdivision now rather than provide a letter of credit.
- Staff Report from Kevin Rush: Planning Director Rush presented copies of the Putnam County Land Use and Transportation Policy Plan. He stated that at the next meeting, he would like to do a quick review of the plan.
- Other matters if necessary

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, August 4, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.

Chairman

Secretary

Date

Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JUNE 2, 2015**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, June 2, 2015, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, John Donnelly, Ronnie Lafever, Jim Martin, Jere Mason, Dale Moss, and Phil Wilbourn. Kay Detwiler was absent. Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Chris Vick, and Rusty Norrod were also present for the meeting.

ITEM 1: APPROVE THE JUNE 2, 2015 AGENDA.

The agenda for the June 2, 2015 meeting was approved by mutual consent.

ITEM 2: APPROVE THE MINUTES FOR MAY 5, 2015 MEETING.

Dale Moss made a motion to approve the May 5, 2015 Minutes as written. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 3: SUBDIVISION PLATS

A. Christopher Division Preliminary Plat, Chris Vick Surveying, Cookeville, TN.

This is a preliminary plat containing 18 lots on 28.54 acres off Buck Mountain Road, from Parcels 15.00 and 15.01 on Map 52 and Parcel 1.06 on Map 51. Christopher Vaden is the owner/developer. There is one proposed road, Vista View Lane, approximately 1150 feet long with one proposed entrance to the subdivision. There is a proposed 6-inch waterline and 2 proposed fire hydrants that will be installed throughout the subdivision. Planning Director Rush stated that Buck Mountain Road is a collector street and would require a 30 foot off center right-of-way, which was not shown on the plat. Planning Director Rush stated that based on his and Planning Commission Engineer Rinks' recommendation, the proposed road was moved to align with Whites Cove Road. Chairman Wright stated that he would support the entrance being divided to match the entrance on Whites Cove Road. Staff recommended showing existing house, driveway and other required items on Lot 1. Plan and profile had not been submitted. John Donnelly made a motion to grant preliminary approval subject to the following: the house being located, the additional right-of-way being added to Buck Mountain Road, the radius of the cul-de-sac being shown, the entrance being divided as suggested, and the plan and profile of the road being submitted and approved by staff. Motion was seconded and approved unanimously with Chairman Wright abstaining.

B. Williams Subdivision, Clinton Surveying, Cookeville, TN.

This is a preliminary plat containing 14 lots on 10.04 acres off Ditty Road, from Parcels 026.00 and 027.01 on an existing road, Ditty Road. Justin Cumby is the developer. There is one existing fire hydrant and one proposed hydrant that will serve the subdivision. Lots 6-13 are 75 feet wide and almost 350 feet deep. Planning Director Rush stated that Ditty Road is a collector street and would require a 30 foot off center right-of-way, which was not shown on the plat. Chairman Wright stated that he would recommend a 40 or 50 foot front setback instead of the required 35 feet. This is to accommodate any improvements that the county may have to do to Ditty Road since this is so near the Academy Sports distribution center, and the elimination of a lot or two to make the rest of the lots more than 75 feet wide. There was some discussion as to whether the Planning Commission could require a larger setback. Members were concerned with narrow lots and whether septic and field lines could be installed. Staff recommends 10' wide drainage easement. After much discussion, Phil Wilbourn made a motion to grant

preliminary approval subject to increasing the right-of-way to the required 30 feet off center, and a drainage easement on Lots 1-3. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 4: REPORT ON ADMINISTRATIVELY APPROVED PLATS---

A. Tucker Shores Line Adjustment, Clinton Surveying, Cookeville, TN.

This final plat is to add forty feet of property to Parcel 017.04, Map 092, owned by Harold Shores. The forty foot strip is coming off of an approximately 50 acre tract (Parcel 017.00, Map 092), also owned by Harold Shores. Staff recognized no deficiencies and granted administrative approval on May 11, 2015.

ITEM 5: REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. Conditional preliminary approval 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. Conditional preliminary approval 10/7/14. At the April 2015 meeting, Planning Commission Engineer Rinks stated that they had started working on the road in this development.

Redivision of lots 4 & 5 Beckner Estates—Jim Helton, Surveyor. Conditional preliminary approval 12/2/14.

ITEM 6: OUTSTANDING LETTERS OF CREDIT---None

ITEM 7: OTHER BUSINESS

- Staff Report from Patrick Rinks--None
- Staff Report from Kevin Rush: Staff stated that we could amend the Subdivision Regulations to require a greater front setback on collector and arterial streets. Planning Director Rush also stated that he could send a notice to the paper and it would run more than 30 days prior to the next meeting. It was decided to have a public hearing to solicit public comment on changing the setbacks on collector and arterial streets. The Planning Commission asked to have examples of other community setback requirements. Planning Director Rush also stated that he would present copies of the Putnam County Land Use and Transportation Policy Plan at the next meeting for their review and we can begin the process of updating the plan.
- Other matters if necessary--None

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, July 7, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MAY 5, 2015**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, May 5, 2015, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, Kay Detwiler, John Donnelly, Ronnie Lafever, Jim Martin, Dale Moss, and Phil Wilbourn. Jere Mason was absent. Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Alfred "Skip" Bartlett, Rusty Norrod, and Herald-Citizen Reporter Brittany Stovall were also present for the meeting. U.S. Representative Diane Black was briefly introduced to the Planning Commission before she left to attend another meeting.

ITEM 1: APPROVE THE MAY 5, 2015 AGENDA.

Patrick Rinks stated that a preliminary plat that was approved in December, 2014 (the redivision of Lots 4 & 5 Beckner Estates—Jim Helton, Surveyor) had been left off the list of previously approved preliminary plats. The plat was added to the list of previously approved preliminary plats. The agenda was approved by mutual consent.

ITEM 2: APPROVE THE MINUTES FOR APRIL 7, 2015 MEETING.

Jim Martin made a motion to approve the April 7, 2015 minutes as written. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 3: SUBDIVISION PLATS

A. Buckner and Hargis Property Final Plat, Whittenburg Surveying, Cookeville, TN.

This subdivision plat will reconfigure two lots on Jones Road, from two existing parcels, 0024.00 and 025.00 on Tax Map 111. The combined acreage of the lots is 3.76 acres with each proposed lot being over 1.86 acres. The lots are served by a waterline (size not listed on the plat) on Jones Road. I have a digital set of waterlines that shows a 6 inch water line on Jones Road. The owners have dedicated additional right-of-way to make it 25 feet off center along these lots. One of the houses encroaches in the setback on one corner. Mike Atwood made a motion to approve the plat with a variance on the encroachment subject to a plat note stating, "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks," being added to the plat; the size of the water line being updated on the plat; and signatures. Motion was seconded and approved unanimously with Chairman Wright abstaining.

B. Fred and Cindy Bellis Property Final Plat, Whittenburg Surveying, Cookeville, TN.

This subdivision plat will reconfigure three lots at the intersection of Blackburn Fork Road and Hetzel Lane, from three existing parcels, 072.03, 072.01 and 072.13 on Tax Map 029. The combined acreage of the lots is 4.60 acres with one proposed lot (Lot 3) being 3.37 acres and Lots 1 and 2 being 0.65 acres and 0.58 acres respectively. The lots are served by a six inch waterline. The lots are all within 500 feet of a hydrant. Mike Atwood made a motion to approve the plat with a variance on the encroachment subject to a plat note stating, "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks," being added to the plat and signatures. Motion was seconded and approved unanimously with Chairman Wright abstaining.

C. Savage Property Variance Request, Clinton Surveying, Cookeville, TN.

This is a variance request from the setbacks in the Hickory Hills Subdivision for an existing house that is being sold. One corner of the house encroaches in the setback by 0.14 feet (1¾ inches). John Donnelly made a motion to approve the variance request of 0.14 feet (1¾ inches). Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 4: REPORT ON ADMINISTRATIVELY APPROVED PLATS---**A. Revision of Vineyard Estates, Lots 1, 2, and 3 Final Plat, Clinton Surveying, Cookeville, TN.**

This final plat is to combine and re-subdivide Lots 1, 2 and 3 into two lots. They are also removing the portions of Lots 2 and 3 that were within a wetland area back into the vineyard partnership property. Staff recognized no deficiencies and granted administrative approval on March 30, 2015.

B. Joseph and Sandra Jestus, Whittenburg Surveying, Cookeville, TN.

This final plat is to create a house and lot from a larger farm. The 1.73 acre lot is located on Bear Creek Road, and will be created from Parcel 041.00 on Map 019. The lot will be served by a four inch water line. The structures comply with all setbacks and the remainder will be greater than five acres. Staff recognized no deficiencies and granted administrative approval on April 24, 2015.

C. Redivision of Lots 5-7 of the Franklin Square Phase III, Whittenburg Surveying, Cookeville, TN.

This final plat is to combine Lots 5 and 6 and add the portion of Lot 7 that wrapped around the approved lots. The combined lot (originally Lots 5 and 6 and portion of Lot 7) has been designated Lot 5. The remainder of Lot 7 has been designated Lot 6. Staff recognized no deficiencies and granted administrative approval on April 24, 2015.

ITEM 5: REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. Conditional preliminary approval 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. Conditional preliminary approval 10/7/14. Planning Commission Engineer Rinks stated that they had started working on the road in this development. They are also working on installing the water line.

Redivision of Lots 4 & 5 Beckner Estates—Jim Helton, Surveyor. Conditional preliminary approval 12/2/14.

ITEM 6: OUTSTANDING LETTERS OF CREDIT---None**ITEM 7: OTHER BUSINESS**

- Planning Commission Engineer Patrick Rinks had nothing to report.
- Planning Director Kevin Rush had nothing else to report.
- No other matters were brought to the Planning Commission.

ITEM 8: ADJOURN

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, June 2, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
APRIL 7, 2015**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, April 7, 2015 in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood (arrived after the Minutes were approved), Kay Detwiler, John Donnelly, Ronnie Lafever, Jere Mason, Dale Moss, and Phil Wilbourn. Member Jim Martin was absent. Others present were County Executive Randy Porter, Planning Director Rush, and Planning Commission Engineer Patrick Rinks.

ITEM 1: APPROVE THE APRIL 7, 2015 AGENDA.

The April 7, 2015 agenda was approved by mutual consent.

ITEM 2: APPROVE THE MINUTES FOR MARCH 3, 2015 MEETING.

John Donnelly made a motion to approve the Minutes of the March 3, 2015 meeting as written. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 3: SUBDIVISION PLATS

Michael Montgomery Johnson Property Final Plat, Chris Vick Surveying, Cookeville, TN

This subdivision plat will create three (3) lots on Industrial Drive, just outside of Monterey, from two existing parcels, 064.00 and 064.01 on Tax Map 071. Parcels are owned by Monty Johnson. The combined acreage of the lots is 3.18 acres with each proposed lot being over 1.04 acres. There is a 10 foot utility easement shown along the front property line of each lot. Before the meeting, the developer decided to combine the two vacant lots into one and submit a two lot subdivision instead.

The plat shows a 2 inch water line running along Walton Hills Road, and a proposed 2 inch line and 10 foot wide easement going from the front of Lot 2 on Jackson Avenue from the water line on Walton Hills Road. Staff stated that he has a map that shows a 6 inch water line on Walton Hills Road. The size of the line will need to be verified before the plat is signed. During a site visit, Planning Director Rush and Planning Commission Engineer Rinks saw a couple of large drainage tiles to the rear of the proposed lots. The tiles may be on the adjoining property which contains a large transmission tower site. Staff was concerned due to not being able to ascertain where the water from the large tiles would go. Existing house on Lot 1 appears to be downstream of the large tiles. Staff felt that subdivision of property would not affect existing drainage on Lot 1. Staff will inquire about drainage on the property with the Surveyor.

Kay Detwiler made a motion to approve the plat subject to the proposed water line being installed, a variance for the house on Lot 1 encroaching the setbacks, the addition of a note stating that if Lot 2 is ever subdivided, then a fire hydrant or sprinklers will be required, and ensuring that the right-of-way of Walton Hills Road is 25 foot off center. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 4: REPORT ON ADMINISTRATIVELY APPROVED PLATS

A. Terry Love Final Plat, Tim Goad, Surveyor, G1 and Associates Surveying, Allardt, TN

This final plat is a property transfer between existing large tracts of land on Mill Creek Road. Terry Love has agreed to purchase 1.27 acres of road frontage to be added to his landlocked lot (Map 099, Parcel 018.00) from Ella Webb (Map 099, Parcel 005.00). Staff recognized no deficiencies and granted administrative approval on March 19, 2015.

B. Elza Ray Swallows Final Plat, Whittenburg Surveying, Cookeville, TN

This final plat is to divide a tract of land with two existing houses into two lots. The tract owned by Elza Ray Swallows is located on Hillwood Street, just outside Monterey, specifically identified as Map 077, Parcel 003.00. The houses met all required setbacks and are served by a four inch water line. Staff recognized no deficiencies and granted administrative approval on March 19, 2015.

ITEM 5: REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. Conditional preliminary approval 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. Conditional preliminary approval 10/7/14. Planning Commission Engineer Rinks stated that they have started working on the road in this development.

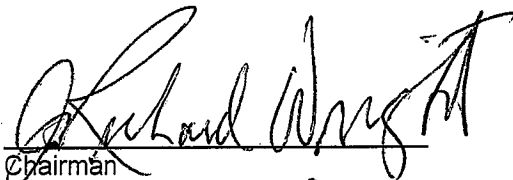
ITEM 6: OUTSTANDING LETTERS OF CREDIT---None**ITEM 7: OTHER BUSINESS**

- Phil Wilbourn wanted to discuss the Bylaws in regard to quorum and voting issues. Randy Porter stated that with the exception of the full county commission which requires 13 votes, most require only majority of those present to approve an item (as long as there is a quorum). Planning Director Rush stated that most of the Planning Commissions he has worked with were that way too. Phil wanted to express his concern that less than a majority of Planning Commission members could approve an item.
- Staff Report from Patrick Rinks had nothing else to report.
- Staff Report from Kevin Rush stated that since the agenda was light, he would like to conduct a training session on Planning Commission Ethics. Mike Atwood and Randy Porter left before training. Planning Director Rush presented several scenarios from the American Planning Association Planning Commission Ethics Training toolkit. After each scenario was presented, the comments from the toolkit on the scenario (explaining the appropriate ethical course of action) were read. This fulfilled 1 hour of training.

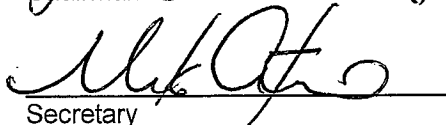
ITEM 8: ADJOURN

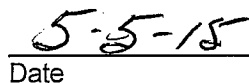
With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, May 5, 2015 at 6:00 p.m. in the Putnam County Courthouse conference room.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MARCH 3, 2015**

The Putnam County Regional Planning Commission met at 6:00 p.m. on Tuesday, March 3, 2015, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville. Members present were Chairman Richard Wright, Secretary Mike Atwood, Kay Detwiler, John Donnelly, Ronnie Lafever, Jim Martin, Jere Mason, Dale Moss, and Phil Wilbourn. No members were absent. Mike Atwood left at 6:25 (before the meeting was adjourned) as he had a conflicting meeting. Planning Director Kevin Rush and Planning Commission Engineer Patrick Rinks were present as well as Andy and Traci Lane, Chris Vick, and Brittany Stovall. The Planning Commission welcomed Ronnie Lafever back to the Planning Commission. Ronnie was a member several years ago and was appointed to replace Leslie Sullins who resigned in December, 2014.

ITEM 1: APPROVE THE MARCH 3, 2015 AGENDA.

Planning Director Rush stated that there was one additional administratively approved plat that was approved after the agenda had been mailed, the Combination Plat for Lots 4 and 5 Southern Hills Village. The agenda was accepted by mutual consent of the Planning Commission.

ITEM 2: APPROVE THE MINUTES FOR FEBRUARY 3, 2015 MEETING.

Dale Moss made a motion to approve the minutes of the February 3, 2015 meeting as written. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 3: BY-LAWS AMENDMENT: SECTION 5. QUORUM currently reads as follows: At any meeting of the Planning Commission, a quorum shall consist of five (5) members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date. It takes a majority of the members present and a minimum of four (4) members to approve any action.

Discussion centered on members being absent or abstaining, and how many members should be required to approve any item. Mike Atwood stated that the only reason for a member to abstain would be due to a conflict of interest, and absent that, all members should vote on every item. Chairman Wright stated that in Robert's Rule of Order, the chair should abstain except to break a tie vote, to ensure impartiality. John Donnelly made a motion to insert "and voting" to this section of the by-laws so the last sentence will read "It takes a majority of the members present and voting and a minimum of four (4) members to approve any action." The motion was seconded and approved unanimously with Chairman Wright voting.

ITEM 4: SUBDIVISION PLATS

Hopewell Road Phase III, Whittenburg Surveying. This combined preliminary and final plat of the Hopewell Road Division Phase III (Tax Map 087, Parcel 013.00) on Hopewell Road consists of 1 lot on 0.69 acres. There is a 4 inch water line on Hopewell Road. The developer is David Murrell. Plat contains the following plat note: PER THE PUTNAM COUNTY REGIONAL PLANNING COMMISSION: ALL RESIDENTIAL LOTS INCLUDED ON THE HOPEWELL DIVISION PLAT WILL BE REQUIRED TO INSTALL RESIDENTIAL SPRINKLER SYSTEMS TO REQUIREMENTS FOUND IN NFPA 13D, STANDARD FOR THE INSTALLATION OF SPRINKLER SYSTEMS IN ONE- AND TWO-FAMILY DWELLINGS AND MANUFACTURED HOMES, 2013 EDITION.

Planning Director Rush and Planning Commission Engineer Rinks recommended that the plat note be revised as it could be misinterpreted, and recommended adding Lot 3 is required to have such sprinklers and if the house on Lot 1 is ever destroyed, altered, or replaced, sprinklers will be required. John Donnelly made a motion to approve the final plat subject to adding the following to the plat note: "Lot 3 is required to have such sprinklers and if the house on Lot 1 is ever destroyed, altered, or replaced, sprinklers will be required." Motion was seconded and approved unanimously with Chairman Wright abstaining.

Gary and Nina Palk Judd Property, Whittenburg Surveying. This combined preliminary and final plat of the Gary and Nina Palk Judd Property (Tax Map 039, Parcel 064.02) at the intersection of Pippin Road and Vivian Drive consists of 3 lots on 5.79 acres. There is a 6 inch water line on Vivian Drive. Two of the lots are proposed as commercial. Lot 2 is currently being used to park commercial tractor and trailers. This lot cannot be used with a septic system due to extensive cut and fill. Lot 3 is to be used for a

residence. Planning Director Rush stated that the Subdivision Regulations require that if a lot is not on public sewer, it must be approved for a septic system. Since there is not a public sewer, Planning Director Rush stated that he recommends that Lot 2 be combined with either Lot 1 or Lot 3. Jim Martin made a motion to grant final plat approval subject to Lot 2 being combined with either Lot 1 or Lot 3 since there was neither public sewer or suitable soils on the lot for a septic system. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Billy Joe Lamb Division Final Plat— Vick Surveying. This combined preliminary and final plat of the Billy Joe Lamb Property (Tax Map 082, Parcel 015.00) on Highway 70 East consists of 2 lots on 2.27 acres. Lot 1 has a house, a shed, and a barn on 1.81 acres. The barn does not comply with the setbacks. Lot 2 contains a shop building on 0.46 acres. There is a 6 inch water line on Highway 70 E. The developer is Steve Lamb. Planning Director Rush recommended approval. Kay Detwiler asked if age of the existing septic system was known. Chris Vick did not have that information, but had confirmed with TDEC that each lot did have an existing septic system. John Donnelly made a motion to approve the final plat with a variance for the barn being in the setback. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Timothy Drive Final Plat— Vick Surveying. This combined preliminary and final plat of the Timothy Drive Lots combines three lots into two lots (Tax Map 067, Parcels 048.01, 048.05, and 048.12) on Hitchcock Road and Timothy Drive. The two new lots will be 1.80 acres and 1.48 acres. Both lots have existing houses and there are several sheds on Lot 1, one of which does not comply with the setbacks. There is a 6 inch water line running across the lots. The developer is Francis Hitchcock. Chris Vick stated that the old lot that fronted on Timothy Drive was very steep and it would be hard to build on. Planning Director Rush and Planning Commission Engineer Rinks agreed with that assessment. John Donnelly made a motion to approve the final plat with a variance for the shed being in the setback. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Hope Place Plat— Vick Surveying. This final plat of Tax Map 096, Parcel 041.03 consists of 7 lots on Old Bridge Lane, between Seven Springs Road and Briar Lane. The plat was prepared by Vick Surveying. The developer is Jerry Gaw. There is a six inch water line on Seven Springs Road, a four inch water line on Old Bridge Road, and a two inch water line on Briar Lane. At the last meeting, Bob Vick came before the Planning Commission to discuss the water lines in Hope Place. In working with the City of Cookeville Water Department on the water lines for this development, the city is going to be replacing the water lines on Old Bridge Road with 8 inch mains within the next year or so. They are requiring him to replace the existing 4 inch lines with 8 inch. This 8 inch line will be fed from the 6 inch line on Seven Springs Road and the existing 4 inch line on Old Bridge Road until the new 8 inch lines are installed by the city. These plans have been approved by the state. Bob Vick also wanted to talk to the Planning Commission about the fire hydrants. Due to the exact shape and layout of the lots, the fire hydrant would need to be installed at the corner of Lots 4 and 5 which front Old Bridge Road. From this location, the distance to the farthest lots would be 504 feet on one side and 566 feet on the other, as measured along the road. Kay Detwiler asked if Lot 1 had room for house with soil shading restrictions shown on the plat. Chris Vick indicated that a house could be built on the lot.

Planning Commission Engineer Rinks stated that the water certificate needed to be corrected to read that a negative pressure will not exist, and the Planning Commission Engineer certificate needed to be added. Chris Vick stated that they are asking for conditional approval, as the water lines and hydrant are to be installed in the next few weeks. John Donnelly made a motion to grant final approval, subject to the water line and hydrant being installed, with the water certificate being corrected, and the addition of the Planning Commission Engineer certificate and with a variance for the distances from the proposed hydrant. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Bruce-Hyde Re-Division Final Plat— Allen Maples Surveying. This combined preliminary and final plat of the Bruce-Hyde Re-Division (Tax Map 092, Parcels 040.00 and 040.01) on Old Baxter Road will change the lot lines between two existing tracts. The driveway of Lot 2 encroaches slightly into Lot 1. This plat adjusts the lines so the driveway is completely on Lot 2. Planning Director Rush informed the Planning Commission that when the owner, Mr. Bruce brought the plat to him, it included an adjoining lot owned by Mr. Bruce. Mr. Bruce stated that they were moving a property line between that tract and Lot 1 as shown on the plat. This tract has a shed that partially sits on the Tennessee Central Railroad right-of-way that runs along the back of the tract and Lots 1 and 2. Planning Director Rush stated that when he

talked to Allen Maples, it was discovered that this tract was not changing. All they were doing was changing the lot line between Lots 1 and 2 to make the driveway entirely on Lot 2. Considering that tract is not changing, this could have been approved administratively, but it was already on the agenda. Planning Director Rush recommended approval. Jim Martin made a motion to approve the final plat. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Andrew and Traci Lane Final Plat— Clinton Surveying. This combined preliminary and final plat of the Andrew and Traci Lane Division (Tax Map 082, Parcel 016.00) on Crag Rock Road consists of two lots on 3.207 acres. There is a 6 inch water line on Highway 70 East. The developers are Andrew and Traci Lane. Lot 1 has a shed that does not comply with the setbacks. Lot 2 will be a flag lot and that will be 450 feet long. Additional frontage on Crag Rock Road was obtained from Parcel 017.00. Planning Director Rush and Planning Commission Engineer Rinks visited the site today and there may be an issue with the road as shown on the plat. A neighbor, James Hall, told them that the road, Crag Rock Road, was not where it was shown on the plat and showed them where on the road, as depicted, there was a sign that said private drive. Traci Lane stated that she has a letter at home from the Highway Department stating that Crag Rock Road was correct on the plat. A portion of driveway to Lot 2 is currently on Lot 1. Kay Detwiler made a motion to grant conditional approval of the plat subject to staff verification from Randy Jones, Putnam County Highway Department, that Crag Rock Road as shown on the plat is correct and with a variance for the flag lot length exceeding 300 feet, and the driveway for Lot 2 be completely on the flag portion of the lot and not shared with Lot 1, and a variance on the shed being in the setback. Motion was seconded and approved unanimously with Chairman Wright abstaining.

ITEM 5: REPORT ON ADMINISTRATIVELY APPROVED PLATS---

George Hall Division – Ron Taylor Surveying. This plat was to add 2.73 acres to an existing tract, owned by George Hall, Tax Map 049, Parcel 032.01, on Woodcliff Road. The 2.73 acre addition to the lot is from Map 049, Parcel 032.00 which lies to the west and wraps around the Hall property on the south. The 2.73 acres is the portion of Parcel 032.00 that lies south of Mr. Hall's property. The remainder of Parcel 032.00 is greater than five acres. Staff found no deficiencies and approved the plat on February 6, 2015.

Combination Plat for Lots 13-15 Southern Hills Estates Phase 2 – Ron Taylor Surveying. This plat combines Lots 13, 14, and 15 of the Southern Hills Estates Phase 2. The combined lot will be 2.404 acres. The plat combines Parcels 013.00 and 015.00 on Map 085O, Group A. The developer is David Templeton. Staff found no deficiencies and approved the plat on February 6, 2015.

Toby Hammock Property – Whittenburg Surveying. This plat was to add 2.87 acres to an existing tract, owned by Jon and Bettina Dawson (Tax Map 117, Parcel 40.01) on Medlin Road. The tract did not have any road frontage and the 2.87 acres will give them frontage on Medlin Road. The 2.87 acres is from Map 117, Parcel 040.04. Both parcels are more than 10 acres, even after this transfer. Staff found no deficiencies and approved the plat on February 24, 2015.

Combination Plat for Lots 4 and 5 Southern Hills Village – Larry Jackson Surveying. This plat combines Lots 4 and 5 of the Southern Hills Village. The combined lot will be 1.15 acres. The plat combines Parcels 004.00 and 005.00 on Map 085N, Group B. The developer is Doug Stewart. Staff found no deficiencies and approved the plat on February 27, 2015.

ITEM 6: REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. Conditional preliminary approval 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. Conditional preliminary approval 10/7/14.

ITEM 7: OUTSTANDING LETTERS OF CREDIT---None

ITEM 8: OTHER BUSINESS

- Staff Report from Patrick Rinks—None.
- Staff Report from Kevin Rush—None.
- Other matters if necessary—None.

ITEM 9: ADJOURN

With no further business to discuss, the meeting was adjourned by mutual consent at 7:30 p.m.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, April 7, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.


Chairman
Date
Secretary
Date

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
FEBRUARY 3, 2015

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:00 p.m. on Tuesday, February 3, 2015, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Jere Mason, John Donnelly, Dale Moss, Phil Wilbourn and Secretary Mike Atwood. Jim Martin was absent as well as Kay Detwiler. Planning Director Kevin Rush and Planning Commission Engineer Patrick Rinks were also present. Others present included Herald Citizen Reporter Brittany Stovall and Bob Vick.

AGENDA APPROVED

The February 3, 2015 agenda was accepted by mutual consent after deferring Hopewell Road Division Phase III.

JANUARY 6, 2015 MINUTES APPROVED

During discussion of the minutes, Planning Director Rush reviewed the Planning Commission By-laws, specifically Section 5. Quorum, which reads as follows: At any meeting of the Planning Commission, a quorum shall consist of five (5) members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date. It takes a majority of the members present and a minimum of four (4) members to approve any action.

The Planning Commission had been operating on the idea that it took a minimum of 5 positive votes to approve any item. Planning Director Rush read the following from the minutes of the November 7, 2006 Planning Commission meeting:

AMENDMENT OF PLANNING COMMISSION BY-LAWS

Prior to the meeting, staff planner had provided the members with a list of possible changes to consider for the planning commission by-laws due to the recent increase of the membership from seven to nine. Regarding Section 1, Medley made a motion to strike the section stating "The Commission shall consist of seven (7) members..." and replace it with the statement "The Commission shall consist of nine (9) members..." Carwile seconded the motion which carried on a vote of all ayes. Regarding Section 3, Turnbow made a motion to strike the section stating "Regular meetings of the Planning Commission shall be held at the office of the Tennessee State Planning Office, Upper Cumberland Section..." and replace it with the statement "Regular meetings of the Planning Commission shall be held at a location as designated..." Lafever seconded the motion which passed unanimously. Regarding Section 5, Wright made a motion to strike "a quorum shall consist of four (4) members" and replace it with the statement "a quorum shall consist of five (5) members." Turnbow seconded the motion which passed on a vote of all ayes. Also regarding Section 5, Wright made a motion to strike the section stating "It takes a majority of the commission (4) to approve any action..." and replace it with the statement "It takes a majority of the commission (5) to approve any action..." Medley seconded the motion which failed on the subsequent voice vote of the members. Wright then made a motion to replace the section in question with the statement "It takes a majority of the members present and a minimum of four (4) members to approve any action..." Bennett seconded the motion which passed unanimously. Regarding Section 13, Wright made a motion to strike the section stating "at least four members must approve said amendment" and replace it with the statement "at least five (5) members must approve said amendment." Lafever seconded the motion which carried on a vote of all ayes.

This was read to explain that the Diane Howard Division had been approved, even though at the meeting, it was stated that it had failed. The Planning Commission agreed that we had to follow the by-laws and that the plat had been approved.

John Donnelly moved to approve the January 6, 2015 minutes as presented. Motion was seconded and approved unanimously with Chairman Wright abstaining.

SUBDIVISION PLATS:

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Christopher Miller Division – Larry Jackson Surveying. This plat was a lot line adjustment between adjoining lots on Highway 70 West. The lots were part of the Tara Estates, originally lots 11 and 12. Lot 1 (originally Lot 12 of the Tara Estates, Tax Map 038M, Group D, Parcel 026.00) is now 0.56 acres with an existing house addressed as 2494 West Broad St. Lot 2 (originally Lot 11 of the Tara Estates, Tax Map 038M, Group D, Parcel 024.00) is vacant but approved for a three bedroom septic system and is now 0.68 acres. Both lots are served by a six inch water line. Staff found no deficiencies and approved the plat on January 20, 2015.

REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. Conditional preliminary approval 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. Conditional preliminary approval 10/7/14.

Hope Place Preliminary Plat – Vick Surveying. Conditional preliminary approval 12/2/14.

Hope Place Plat Discussion— Bob Vick. Bob Vick came before the Planning Commission to discuss the waterlines in Hope Place. In working with the City of Cookeville Water on the water lines for this development, the city is going to be replacing the water lines on Old Bridge Road with 8 inch mains within the next year or so. They are requiring him to upgrade the existing 4 inch lines with 8 inch. This 8 inch line will be fed from the 6 inch line on Seven Springs Road and the existing 4 inch line on Old Bridge Road until the new 8 inch lines are installed by the city. These plans have been approved by the state. He wanted to talk to the Planning Commission about the fire hydrants. Due to the exact shape and layout of the lots, that the fire hydrant would need to be installed at the corner of lots 4 and 5 which front Old Bridge Road. From this location, the distance to the farthest lots would be 504 feet on one side and 566 feet on the other, as measured along the road. He was asking if the Planning Commission would consider allowing this one hydrant to serve the subdivision, instead of requiring another hydrant to be installed. As this was for discussion only, no action was taken, but the Planning Commission agreed they would consider a variance when the plat is submitted for final plat approval. Topo has not been submitted as requested.

OUTSTANDING LETTERS OF CREDIT--None

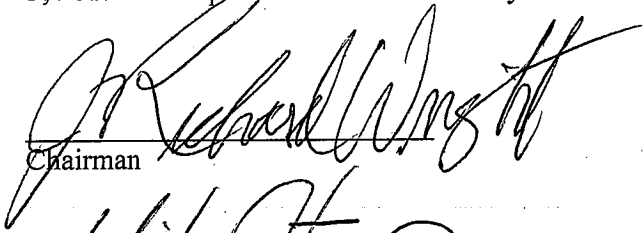
OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing to report.
- Staff Report, Kevin Rush: Planning Director Rush stated that he had talked to County Executive Randy Porter about the vacant seat on the Planning Commission. Mr. Porter said that he was considering appointing Ronnie Lafever, who was on the Planning Commission several years ago. The Planning Commission agreed that Ronnie would be a good member. Planning Director Rush stated that since they had already discussed the by-laws in some depth, that it would count as training. Planning Director Rush also covered the comprehensive planning process as training.

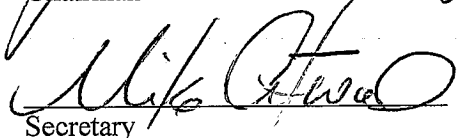
During the training, while discussing plan implementation tools such as Subdivision Regulations, Zoning, and Capital Improvement Programs, the Planning Commission wanted to know if Putnam County has a plan. Planning Director Rush stated that Putnam County has a Land Use Plan in effect, and that we can look at updating it, as well as look at the zoning that was considered several years ago. Several members requested a copy of the land use plan. Planner offered to email to all members.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, March 3, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.


Chairman

3-3-15
Date


Secretary

3-3-15
Date

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JANUARY 6, 2015

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:00 p.m. on Tuesday, January 6, 2015, in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Jere Mason, John Donnelly, Dale Moss, Phil Wilbourn and Secretary Mike Atwood. Jim Martin was absent as well as Kay Detwiler. Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks and County Executive Randy Porter were also present. Others present included Herald Citizen Reporter Brittany Stovall and Skip Bartlett.

AGENDA APPROVED

The January 6, 2015 agenda was accepted by mutual consent after adding Hope Place under "Review of Preliminary Plats Previously Approved".

DECEMBER 2, 2014 MINUTES APPROVED

John Donnelly moved to approve the December 2, 2014 minutes as presented. Motion was seconded and approved unanimously with Chairman Wright abstaining.

SUBDIVISION PLATS:

Hopewell Road Division Phase III Final Plat— Whittenburg Surveying. This combined preliminary and final plat of the Hopewell Road Division Phase III (Tax Map 087, Parcel 013.00) on Hopewell Road consists of 1 lot on 0.69 acres. There is a 4 inch water line on Hopewell Road. The developer is David Murrell. Plat contains the following plat note: PER THE PUTNAM COUNTY REGIONAL PLANNING COMMISSION: ALL RESIDENTIAL LOTS INCLUDED ON THE HOPEWELL DIVISION PLAT WILL BE REQUIRED TO INSTALL RESIDENTIAL SPRINKLER SYSTEMS TO REQUIREMENTS FOUND IN NFPA 13D, STANDARD FOR THE INSTALLATION OF SPRINKLER SYSTEMS IN ONE- AND TWO-FAMILY DWELLINGS AND MANUFACTURED HOMES, 2013 EDITION. Before the meeting, it was revealed that the Phase II plat had never been recorded. Due to this fact, the Planning Commission discussed the resulting confusion if this plat, which had been renamed Phase II, was to be recorded and then the other Phase II plat was to be recorded. Mr. Bartlett stated that in order to avoid any confusion, he would withdraw the plat until the original Phase II plat could be recorded and then resubmit this plat as Phase III. No action was taken by the Planning Commission as the plat was withdrawn.

Diane Howard Division – Whittenburg Surveying. This is a reconfiguration of property on Seven Springs Road, owned by Diane Howard, Tax Map 082, Parcel 058.00 and 057.00. The lots will be served by an existing 6 inch water line. The floodplain encroaches on the back portions of the property. They are reconfiguring three existing tracts into Lots 2 and 3 and creating one new lot, Lot 1, which will be 2.69 acres in size. A small area of a portion of an old landlocked lot is also being sold (approx. 13000 sq. ft.) to and incorporated into an adjoining tract ((into Lot 3, which has an existing house (3990 Seven Springs Road)) owned by Joe Myers (Tax Map 082, Parcel 057.01). This is to move the lot lines away from a building on Mr. Myers' property. The remainder of the old landlocked lot is being incorporated into Lot 2 which will contain 6.79 acres and already has a house on it (4022 Seven Springs Road). All structures comply with the setbacks. There was some discussion as to whether or not a fire hydrant would be required. Patrick Rinks stated that since they are taking three tracts and moving lot lines around to create three lots, that a fire hydrant would not be required in his opinion. Planning Director Rush stated that he did not think a hydrant would be required as Lot 2, being over five acres with existing utilities, does not have to be shown. It was noted that plat denotes a 32 foot right-of-way, or 16 feet off center. The Subdivision Regulations do require that the right-of-way be extended to 25 feet off center. John Donnelly made a motion to approve the plat subject to the right-of-way being changed to 25 feet off center, soils, and signatures. The motion was seconded. The votes were as follows: Voting yes were John Donnelly, Phil Wilbourn, Jere Mason, and Dale

Moss. Mike Atwood and Chairman Wright abstained. At the meeting it was stated that since five members did not approve the action, it failed. Upon review of the Bylaws after the meeting, the plat has actually been approved. Here is the appropriate section of the Bylaws:

SECTION 5. QUORUM

At any meeting of the Planning Commission, a quorum shall consist of five (5) members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date. It takes a majority of the members present and a minimum of four (4) members to approve any action.

REPORT OF ADMINISTRATIVELY APPROVED PLATS--None

REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. Conditional preliminary approval 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Conditional preliminary approval 9/2/14.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. Conditional preliminary approval 10/7/14.

Hope Place Preliminary Plat – Vick Surveying. Conditional preliminary approval 12/2/14.

OUTSTANDING LETTERS OF CREDIT--None

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing to report.
- Staff Report, Kevin Rush: Planning Director Rush stated that the public hearing was in the paper as required and that action can be taken on the proposed amendments. The commission opened the floor for public comment on the following proposed amendments at 6:35 PM:

AMENDMENT 2015-001

AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING PLAT REQUIREMENTS, PLAT CERTIFICATES, APPENDIX CHANGES

WHEREAS, as stated under *Section 13-3-403 of the Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety and welfare of the general public; and

WHEREAS, a revision of the subdivision regulations is sometimes required as a result of changes to state law; and

WHEREAS, a revision of the subdivision regulations can be made to clarify the regulations; and

WHEREAS, a public hearing was held on December 2, 2014, with public notice of public hearing published on October 31, 2014 in the Herald Citizen Newspaper; and

WHEREAS, a public hearing was held on January 6, 2015, with public notice of public hearing published on December 5, 2014 in the Herald Citizen Newspaper; and

WHEREAS, the Putnam County Regional Planning Commission voted on January 6, 2015 to amend the Putnam County Subdivision Regulations, and

NOW, THEREFORE, BE IT RESOLVED by the Putnam County Regional Planning Commission as follows:

SECTION I: The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

Article II, Section C, Item 14 shall now read as follows (with number 15 being added):

14. The following certificates shall be presented on the final plat, except plats subject to 15 below:
 - a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix B).
 - b. Certification by surveyor licensed in the state of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
 - c. Certification by duly authorized agent that utility systems, private or otherwise, have been installed or are proposed for installation in accordance with government requirements (Form 3-Appendix B).
 - d. Certification by Planning Commission Engineer or other duly authorized agent (Form 4-Appendix B) that the subdivider has complied with one of the following alternatives:
 - (1) Installed all improvements in accordance with the requirements of the regulations, or
 - (2) Posted a security bond in sufficient amount to assure such completion of all required improvements.
 - e. Certification of the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with Tennessee Department of Environment and Conservation when individual sewage disposal or water systems are to be installed.
 - f. Easement and right-of-way restrictions (Appendix C).
 - g. Certification of Approval for Recording. (This one is not in the list in the subdivision regulations but needs to be added.)

15. For instances where a lot containing a house is being subdivided off of a larger tract, where the remainder is greater than five (5) acres, due to all impacts on existing infrastructure having been made by the construction of a residence; or for plats moving or changing a lot line between previously approved lots or existing lots of record, only the following certificates shall be presented on the final plat:
 - a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix B).
 - b. Certification by surveyor licensed in the state of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
 - c. Certification of Approval for Recording.

Article II, Section B, Item 1 shall now read as follows:

Preliminary Plat Requirements

1. At least eight (8) calendar days prior to the meeting at which it is to be considered, the subdivider shall submit to the Staff Planner of the Planning Commission one (1) digital copy (as a pdf) and one (1) printed copy of any required preliminary plat of a proposed subdivision and one (1) copy each to the appropriate utilities (gas, water, electricity, sewer, telephone, CATV, etc.), the Planning Commission Engineer, and Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. This plat is to be drawn to a scale of 100 feet per inch except as authorized in the following paragraph.

Article II, Section B, Item 9 shall now read as follows:

9. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within three years from the date of such approval. Upon expiration, the developer may resubmit the plat, provided it complies with the Subdivision Regulations in effect at that time.

Article II, Section C, Item 5 shall now read as follows:

5. At least eight (8) calendar days prior to the meeting at which it is to be considered the subdivider shall submit one (1) digital copy (as a pdf) and one (1) printed copy to the Planning Commission of the final plat plus one (1) copy to each utility serving the area, and one (1) copy to the Planning Commission Engineer and one (1) copy to the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. At this time all street profiles or other plans that may have been required shall be submitted to the Planning Commission.

Appendix D shall now read as follows:

APPENDIX D

CHECKLIST FOR PRELIMINARY PLAT CONSIDERATION

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Subdivider _____ Address _____ Phone _____

Surveyor _____ Address _____ Phone _____

Date submitted for preliminary approval: _____

CHECKLIST

- ____ Digital and printed copies of plat submitted 8 calendar days prior to meeting, plus 1 copy to each utility.
- ____ Name of subdivision.
- ____ Drawn to a scale of not less than one inch equals 100 feet (unless variance granted by Planning Commission or Staff Representative).
- ____ Name and address of owner of record, subdivider and surveyor.
- ____ North point, graphic scale and date.
- ____ Vicinity map showing location and acreage of subdivision.
- ____ Boundary lines by bearing and distances.
- ____ Names of adjoining property owners and/or subdivisions.
- ____ Location of all existing physical features on land and nearby properties.
- ____ Names, locations and dimensions of proposed streets, alleys, easements, parks and reservations, lot lines, etc.

_____ Block numbers and lot numbers.

_____ Plans of proposed utility layouts showing connections to existing or proposed utility systems and certification that water is available in amount and quality to provide for domestic use and fire protection.

_____ Minimum building front yard setback line.

_____ Present zoning classification, if any, on land in subdivision and adjacent land.

_____ Center line street profiles at suitable scales as required by Planning Commission.

_____ Conforms to general requirements and minimum standards of design.

_____ Percolation data have been gathered and proposed sewerage systems have been approved.

_____ Putnam County Tax Map and Parcel Number.

Disapproved _____, 20____, because of incomplete items above or other reasons as stated:

SIGNED: _____

Secretary of Planning Commission

Appendix E shall now read as follows:

APPENDIX E

CHECKLIST FOR FINAL PLAT CONSIDERATION

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Preliminary approval granted: _____ (Date)

Submitted for FINAL approval: _____ (Date)

CHECKLIST

_____ Submitted within three years from date of preliminary approval.

_____ Digital and printed copies submitted 8 calendar days prior to meeting. (1 copy to each utility.)

_____ Name of subdivision.

____ Drawn to a scale of 1" equals 100' on sheets not larger than 24" by 36" (unless variance granted by Planning Commission or Staff Representative).

____ Name and address of owner of record, subdivider and surveyor.

____ North point, graphic scale and date.

____ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.

____ Reservations, easements or other non-residential areas.

____ Dimensions to the nearest 10th of a foot and angles to the nearest minute.

____ Lot lines, alleys, building setback lines.

____ Size and location of all existing and/or proposed drainage infrastructure.

____ Location and description of monuments.

____ Names, locations of adjacent properties.

____ Lines, names and widths of all streets and roads.

____ Lots numbered in numerical order and blocks lettered alphabetically.

____ Location sketch map with floodable areas outlined.

____ Certificate of ownership and dedication.

____ Certificate of approval of water and sewerage systems and streets.

____ Certificate of accuracy by a surveyor licensed in the State of Tennessee.

____ Certificate of approval for recording.

____ Proposed deed restrictions if not a zoned area.

____ Conforms to general requirements and minimum standards of design.

____ Required physical improvements have been made or posted in the amount of \$ _____.

____ Copy of final approved plat as recorded submitted to E-911 office for property numbers assignment.

____ Road name signs and traffic control signs purchased at Putnam County Highway Department.

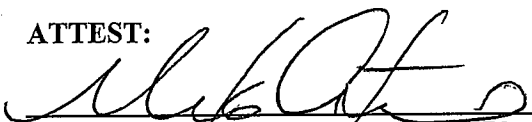
____ Engineer inspection fee paid to County Trustee's Office with receipt presented to Planning Commission Engineer.

SECTION II: This amendment shall become effective following the reading:

Chairman, Putnam County Regional Planning Commission

Date

ATTEST:



Secretary, Putnam County Regional Planning Commission

2-3-15
Date

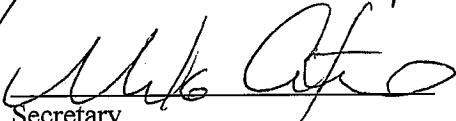
No public comment was submitted as no one spoke for or against the proposed amendments. Mike Atwood made a motion to approve Amendment 2015-001. John Donnelly seconded the motion. All members, including the chairman, voted to approve the amendment. Amendment passed.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, February 3, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.


Chairman

2/3/15
Date


Secretary

2-3-15
Date